

ARS-425 template for ARIS data entry: Approval to Accept and Use Funds from Outside Sources (Incoming Funds) Includes Research, No Funds to ARS (ARS scientist is interacting/collaborating with outside organization/entity) Definition of an Outside Source: Any organization/institution/entity that is not ARS		
Start Date: (mm/dd/year)		
End Date: (mm/dd/year)		
Contact Info: (Name of ARS scientist submitting proposal)	_____, (Last name) (First name) (Middle initial)	
Type: (What is the role of the ARS scientist for this proposal?)	<input type="checkbox"/> Principal <input type="checkbox"/> Co-Principal <input type="checkbox"/> Secondary	
Type of Agreement:	<input type="checkbox"/> Reimbursable (usually another Federal Agency or for a Competitive Grant Proposal) <input type="checkbox"/> Trust (usually with a company or non-profit organization) <input type="checkbox"/> CRADA (<i>Special criteria: contact Bryan Kaphammer at 970-229-5528</i>)	
Purpose of Funds:	<input type="checkbox"/> Research, funds requested will be equal to/or less than \$25,000 <input type="checkbox"/> Research, funds requested will be greater than \$25,000 <input type="checkbox"/> Research, No Funds to ARS (zero dollars to ARS, interaction/collaboration only) <input type="checkbox"/> Service (<i>usually handled by the LAO & location budget staff</i>) <input type="checkbox"/> Gift (<i>Unique/Special: Contact the Area Budget & Fiscal Office for assistance</i>)	
If Service, Type of Service:	<input type="checkbox"/> Sale of Assets <input type="checkbox"/> Quarters & Other Services <input type="checkbox"/> Space & Other Services <input type="checkbox"/> Travel <input type="checkbox"/> Administrative Services <i>(Usually handled by the LAO & location budget staff)</i>	
Remarks: (See bottom of Page 3 for examples)		
Source of Funds (SOF): (Think of this as the name of the outside organization ARS is submitting the project proposal to. If funded, how do the funds come into ARS?) Direct SOF also applies to those coded as Research, No Funds to ARS	<input type="checkbox"/> Original SOF: _____ Name of the organization/entity the funds will originate from. Example: A NRI Competitive Grant Proposal is being submitted by Kansas St. Univ., & the ARS scientist is listed as a Co-PI on the proposal. ARS will receive some funds through a flow-down agreement with KSU. NRI is listed as the Original SOF and KSU will be listed as the Direct SOF. <input type="checkbox"/> Direct SOF: _____ (*Required Field) Name of the organization/entity the funds are received directly from (the funds will not “flow-down” or “flow-through” any organization). Example: The ARS scientist is submitting a grant proposal to the North Dakota Barley Association or to CSREES. If the project proposal is funded, the funds will come directly to ARS from NDBA or CSREES. If the ARS-425 is being submitted as a Research, No Funds to ARS: list the name of the organization ARS is going to interact/collaborate with in the Direct SOF line only.	
IPSC Waiver: (overhead) (Indirect <u>P</u> rogram <u>S</u> upport <u>C</u> osts) If the research proposal doesn’t fit one of the criteria listed to the right, then IPSC (overhead) is charged. IPSC = 10% of the gross \$ received (See Definition/Explanation on Page 4)	<input type="checkbox"/> The proposed amount of the incoming funds is \$5,000 or less over the life of project <input type="checkbox"/> Charging IPSC is expressly prohibited by statute or by the written bylaws of the organization providing the funds (HQ may request documentation to verify) <input type="checkbox"/> Research agreement is being entered into with a USDA Action & Regulatory Agency (Examples: Ag Marketing Service; APHIS; Farm Service Agency; Foreign Agricultural Service; FSIS; GIPSA; and NRCS) <input type="checkbox"/> Research agreement is being entered into with a nonprofit organization as identified by the IRS or the National Directory of Nonprofit Organizations (HQ may request documentation to verify)	

<p>Financial Dealings:</p> <p>(Conflict of Interest question)</p> <p>How are funds to be used?</p> <p>Leave amounts blank if the ARS-425 is coded as Research, No Funds to ARS</p> <p>Think of this section as a mini-budget explanation.</p> <p>See Budget Example on Page 4.</p> <p>IPSC (overhead) is entered into the Other Costs line</p>	<p>9 NO</p> <p>9 YES (If Yes, provide personal and/or financial relationship of ARS scientist)</p> <p>9 Other Federal Salaries: \$ _____ (Use for post-doc, temp. technicians, grad. students, etc.)</p> <p>9 Supplies: \$ _____</p> <p>9 Equipment: \$ _____</p> <p>9 RSA: \$ _____ (Use is restricted/limited. Contact Jim Quaratino at 970-229-5529 for assistance)</p> <p>9 Travel: \$ _____</p> <p>9 Other Costs: \$ _____ (Includes IPSC (overhead); publication; computer; and/or funds for a Specific Coop. Agreement)</p> <p>9 TOTAL PROPOSED: \$ _____ (Total of all blocks above)</p>
<p>ARS FTE:</p> <p>Enter the Full Time Equivalency for the entire period of the proposal (not just for one year)</p>	<p>_____ (FTE must be filled in if funds are entered in Other Federal Salaries block above). Can be entered as follows: 0.10 (10% time); 0.25 (25% time); 0.60 (60% time); 0.75 (75% time); or 1.00 (full time). Example: If using 1.0 FTE/year and project is for 3 years, then ARS FTE = 3.0 (Contact the Unit Secretary and/or LAO for assistance).</p>
<p>Value of Owned or Controlled ARS Buildings & Land Utilized:</p> <p>(Not mandatory field at this time)</p> <p>(See Definition/Explanation on Page 4)</p>	<p>\$ _____</p> <p>(This amount is not part of "How Are Funds To Be Used" and will not be calculated in the Total Proposed block).</p> <p>Contact the LAO/RL for information and/or assistance in obtaining values.</p>
<p>FTE: Will the research require more FTE than currently available to SY/MU?</p>	<p>9 YES If Yes, list number of FTE needed: _____</p> <p>9 NO</p>
<p>Title of Proposal:</p>	
<p>Type of Work to be Completed:</p> <p>(Brief narrative of research project)</p>	
<p>Work to be Performed:</p>	<p>9 In-house: (Select this if all of the funds received will stay within the ARS unit for their use; or if the ARS-425 is coded as Research, No Funds to ARS)</p> <p>9 Extramural: (Select this if all of the funds ARS receives will then go to a university under a Specific Cooperative Agreement)</p> <p>9 Both: (Select this if part of the funds ARS receives will stay within ARS <u>and</u> part of the funds will go to a university under a Specific Cooperative Agreement)</p>
<p>Extramural Agreement Type: (Leave blank if all of the funds are to remain within ARS; or if coded as Research, No Funds to ARS)</p>	<p>9 Specific Cooperative Agreement</p> <p>9 Grant Agreement (Contact Jim Quaratino at 970-229-5529 for assistance)</p> <p>(ARIS User: Other choices are listed in ARIS, but the NPA is limited to selecting from the two above).</p>
<p>Deliverables: (Brief paragraph)</p> <p>(Describe what ARS will provide to the funding organization in return for the incoming funds)</p>	

Principal Performing Organization:	
<u>NEVER LIST ARS</u>	
Extramural Amount:	<p>Fill this section out only if ARS will fund a Specific Cooperative or Grant Agreement with a university with all or part of the funds. Provide the name of the university.</p> <p>\$ _____</p> <p>Funding level for the SCA or Grant (Use only if ARS is going to provide funds to a univ.)</p>
<p>See Page 4 for example.</p> <p>If part or all of funds will be used for Extramural Research, give reason:</p> <p>(ARS scientist needs to explain why it necessary to provide funds to a university. What is the university going to do for ARS?)</p>	
<p>Project Number:</p> <p>(List the “D” project number the ARS scientist is associated with in relation to the proposal)</p>	
<p>Is the proposed research directly related to the in-house project of SY?</p> <p>(If NO, enter an explanation as to why the scientist is submitting a request for funds)</p>	
<p>STP/SOI Codes:</p> <p>STP codes: 1 minimum 2 maximum</p> <p>SOI codes: 1 minimum 4 maximum</p> <p>Select appropriate codes by referring to the related in-house D CRIS project.</p>	<p>Definition of codes: STP = <u>S</u>trategic <u>P</u>lan and SOI = <u>S</u>ubject <u>o</u>f <u>I</u>nvestigation</p> <p>_____ STP code #1 _____ STP code #1</p> <p>_____ SOI code #1 _____ SOI code #2</p> <p>_____ SOI code #3 _____ SOI code #4</p>
Remarks examples:	<p>Example 1: Co-PI on a NRI Competitive Grant Proposal being submitted by Kansas State University in the amount of \$285,000. If funded, ARS will receive \$75,000 through a “flow-down” agreement with Kansas State University.</p> <p>Example 2: PI on a grant proposal being submitted to the National Cattlemen’s Beef Association in the amount of \$150,000.</p> <p>Example 3: Co-PI on a grant proposal being submitted to the National Science Foundation by North Dakota State University. If funded, all funds will go to NDSU. ARS scientist is acting in an advisory/collaborative capacity only.</p> <p>Example 4: PI on a grant proposal being submitted to CSREES in the amount of \$250,000. If funded, ARS will retain \$150,000 and \$100,000 will go to Colorado State University through a Specific Cooperative Agreement.</p>

<p>Definition/Explanation:</p> <p>Value of Owned/Controlled ARS Building/Land</p> <p>The cost of the use of <u>buildings and/or land</u> is a <u>real cost</u> that is borne by each project.</p> <p>Contact the LAO/RL for assistance.</p>	<p>ARS can either ask the outside party to pay its fair share of those costs, or ARS can consider the costs to be an in-kind contribution. In either case, those costs must be considered in developing a budget.</p> <p>C Estimate the percentage of ARS owned or controlled building and/or land to be used when performing the research/service.</p> <p>C Find the amount budgeted for land and structures (Object Class 3200 on the approved ARMP) on the project associated with the research/service (<i>if applicable</i>).</p> <p>C Multiply the amount budgeted for the buildings/land by the estimated percentage. This is the result to be entered.</p> <p>This amount is not part of “<i>How are Funds to be Used?</i>” and will not be calculated in the “Total Proposed.”</p>														
<p>Definition/Explanation:</p> <p>IPSC (think of this as overhead) Indirect Program Support Costs</p> <p>In order for the ARS scientist to request a waiver of the overhead charges, the granting organization (the entity providing the incoming funds to ARS) must meet one of the four criteria listed to the right.</p> <p>IPSC = 10% of the gross \$ received</p> <p>How are Funds to be Used</p> <p>Example:</p> <table> <tr> <td>Other Federal Salaries:</td><td>\$ 50,000</td></tr> <tr> <td>Supplies:</td><td>\$ 12,500</td></tr> <tr> <td>Equipment:</td><td>\$ 7,500</td></tr> <tr> <td>RSA:</td><td>\$ 0</td></tr> <tr> <td>Travel:</td><td>\$ 8,500</td></tr> <tr> <td>Other Costs:</td><td>\$206,500</td></tr> <tr> <td>Total Proposed:</td><td>\$285,000</td></tr> </table> <p>Other Costs breakdown:</p> <p>\$ 8,000 = Computer</p> <p>\$ 2,500 = Publication costs</p> <p>\$167,500 = SCA funding</p> <p>\$ 28,500 = IPSC (10% of \$285,000)</p> <p>Based upon the example above, \$167,500 would be entered into the Extramural Agreement Amount.</p>	Other Federal Salaries:	\$ 50,000	Supplies:	\$ 12,500	Equipment:	\$ 7,500	RSA:	\$ 0	Travel:	\$ 8,500	Other Costs:	\$206,500	Total Proposed:	\$285,000	<p>The following statement summarizes ARS’ IPSC policy on all incoming nonappropriated (soft) funds.</p> <p><i>IPSC (overhead) will be included in all incoming reimbursable and trust fund agreements, cooperative agreements, and grants signed by ARS officials, <u>except in the following circumstances</u> (refer to the four bullets below).</i></p> <p>Agencies/organizations are exempt from IPSC when:</p> <p>C The proposed amount of any agreement or grant is \$5,000 or less over its total life.</p> <p>C Charging IPSC is expressly prohibited by statute or by the written bylaws of the organization providing the funds. (<i>HQ BPMS may require documentation to verify</i>).</p> <p>C Research agreements or grants are entered into with the following USDA Action and Regulatory agencies: Ag Marketing Service (AMS); Animal Plant and Health Inspections (APHIS); Farm Service Agency (FSA); Foreign Agricultural Service (FAS), including International Cooperation and Development (IDC); Food Safety and Inspection Service (FSIS); Grain Inspection, Packers and Stockyards Administration (GIPSA); and Natural Resources Conservation Service (NRCS).</p> <p>C Research agreements or grants are entered into with nonprofit organizations as identified by the Internal Revenue Service (IRS) or the National Directory of Nonprofit Organizations. (<i>HQ BPMS may require documentation to verify</i>).</p> <p>The ARIS system automatically defaults the waiver information into the waiver block when the Source of Funds is selected.</p> <p>The ARIS User can contact Marcie in the Extramural Agreements Section at 970-229-5522 for assistance with the ARIS waiver block criteria when entering the ARS-425.</p>
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